



CITY OF OAKLAND
HUMAN SERVICES DEPARTMENT
HEAD START PROGRAM
ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, 3-17-2022

3:30-5:00pm

Please See the Agenda to Participate in The Meeting

Phone/Video Conference

Thank you!!

Pursuant to California Government Code section 54953(e), Head Start Advisory Board Members/Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may participate in this meeting many ways.

Topic: *Oakland Head Start Advisory Board Monthly Meeting*

When: 3-17-2022; 3:30 PM Pacific Time (US and Canada)

Every month on the Third Thu, until 6-16-2022, 8 occurrence(s).

11-18-2021; 3:30 PM

12-16-2021; 3:30 PM

1-20-2022; 3:30 PM

2-17-2022; 3:30 PM

3-17-2022; 3:30 PM

4-21-2022; 3:30 PM

5-19-2022; 3:30 PM

6-16-2022; 3:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

https://us06web.zoom.us/webinar/tJUvdOqtrzIpEtxc_MjQAgnKNDqipy_JtHTN/ics?icsToken=98tyKuCprDgpH9WcsxGPRowcAjCb-_zmFhej7dFnyDICRFyZQ3dGMZTOKJmL_LE

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COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM I. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to submit public comments.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at:

<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to speak when Public Comment is taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Please unmute yourself by pressing *6.

If you have any questions, please email *Tracey Black* at TBlack@oaklandca.gov



Human Services Department

ADVISORY BOARD MEETING

Thursday, 3-17-2022; 3:30-5:00pm

AGENDA

I. ROLL CALL: *Host/Program Staff*

Molly Tafoya, *Chair*

Dr. Javay Ross, *Vice Chair*

Priya Jagannathan

Kevin Bremond

Alysoun (Aly) Bonde

Dr. Mariamawit (Mari) Tamerat

Reverend Annette Howard

1. Public Comment

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: *Molly Tafoya, Chair*

1. Review and Approval of **AB 361 Resolution No. 21-006**
2. Review and Approval of **March 17, 2022, Advisory Board Meeting Agenda**
3. Review and Approval of **February 17, 2022, Advisory Board Meeting Minutes**

III. PARENT POLICY COUNCIL UPDATES: *Diveena Cooppan, Program Director/Manager; Parent Policy Council Member & Program Staff*

1. **Parent Policy Council Feedback**

IV. ACTION ITEMS:

1. **Monthly Progress Report:** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update – *February 2022*
 - b. COVID 19 Response Update
2. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager; Jason Wang, Admin. Analyst II*
 - a. Monthly Financial Report – *February 2022*
 - b. Monthly Meal Report Discussion and Action
3. **FY 22-23 Head Start/Early Head Start Continuation Funding Application:** *Diveena Cooppan & Program Staff*
 - a. Selection Criteria (FY 22-23)
 - b. Addition of New ECE Partner
 - c. Budget Summary for Continuation Application 22-23
 - d. Program Design, Training & Technical Assistance Plan, and Budget
 - e. Locally Designed Option (LDO) Request – Class Size Waiver (2 EHS sites)

V. INFORMATION ITEMS: *Diveena Cooppan & Program Staff*

1. **Program Updates**

VI. OPEN FORUM

VII. ADJOURNMENT

OAKLAND HEAD START ADVISORY BOARD

RESOLUTION NO. 21-006

ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE OAKLAND HEAD START ADVISORY BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>; and

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>; and

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>; and

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>; and

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>; and

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>; and

WHEREAS, the City's public-meeting facilities are indoor facilities that do not ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on [March 17, 2022] the [Oakland Head Start Advisory Board] adopted a resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

RESOLVED: that the [Oakland Head Start Advisory Board] finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the [Oakland Head Start Advisory Board] renews its determination that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: that the [Oakland Head Start Advisory Board] firmly believes that the community's health and safety and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: that the [Oakland Head Start Advisory Board] will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the [Oakland Head Start Advisory Board] finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever occurs first.

OAKLAND HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, February 17, 2022

3:40-5:03 pm

*** MEETING MINUTES**

***(PENDING APPROVAL FROM THE ADVISORY BOARD)**

Advisory Board Members Present:

Molly Tafoya, *Chair*

Priya Jagannathan

Kevin Bremond

Advisory Board Members Excused:

Dr. Javay Ross, *Vice Chair*

Newly Appointed Advisory Board

Members Present (Pending Board

Induction with City Clerk's Office):

Alysoun (Aly) Bonde

Dr. Mariamawit (Mari) Tamerat

Reverend G. Annette Howard

Parent Policy Council Members Present:

Christina Michaud, *Chair*

Bukola Ajana, *Vice Chair*

Quizhu (Jewel) Xiong, *Treasurer*

To Niya Scott-Smith, *Parliamentarian*

Members of Public Present:

Nora Martinez, *Parent Voices - Oakland*

Clarissa Douthard, *Parent Voices - Oakland*

Staff Present:

Diveena Cooppan, *Manager/Program Director*

Clara Sanchez Silva, *Administrative Assistant*

II

Alisa Burton, *Program Supervisor*

Tracey Black, *HHS Planner, HS/EHS*

Jason Wang, *Administrative Analyst II – Fiscal*

Robyn Levinson, *HHS Planner, Head Start*

Shelley Taylor, *Supervisor – HR & Business*

Services

Everardo Mendoza, *ERSEA Coordinator*

Sarah Trist, *HHS Planner - Health Manager*

Helen Luong, *Family Advocate, HS/EHS*

Conterenia Farrish, *Family Advocate, HS/EHS*

Rachelle Brown, *Family Advocate, HS/EHS*

Lina Hancock, *Office of Councilmember Loren*

Taylor

Michael Munson, *KTOP Cable & TV Ops.*

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM, and roll was taken. Three (3) Board Members were present. Quorum, with currently seated board members, was established.

1. Public Comments:

No public comments were made.

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: Molly Tafoya, *Chair*

1. Review and Approval of AB 361 Resolution No. 21-005

▪ Chair Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-005**

✓ Chair Tafoya, motioned to approve the **AB 361 Resolution No. 21-005**

✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions.

2. Review and Approval of **February 17, 2022, Advisory Board Meeting Agenda**
 - Tracey Black asked for item #3 to be moved to #1 for the **February 17, 2022, Advisory Board Meeting Agenda**
 - Chair Tafoya called for a motion to approve the **Revised February 17, 2022, Advisory Board Meeting Agenda**
 - ✓ Priya Jagannathan motioned to approve the **Revised February 17, 2022, Advisory Board Meeting Agenda**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions
3. Review and Approval of **January 20, 2022, Advisory Board Meeting Minutes.**
 - Chair Tafoya clarified that she was excused from attending the Advisory Board Meeting during January 20, 2022, and requested that this be documented.
 - Chair Tafoya, called for a motion to approve **the January 20, 2022, Advisory Board Meeting Minutes**
 - ✓ Priya Jagannathan motioned to approve the **January 20, 2022, Advisory Board Meeting Minutes.**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

PARENT POLICY COUNCIL UPDATES: *Diveena Cooppan, Program Director/Manager; Parent Policy Council Member & Program Staff*

III.

1. **Parent Policy Council Member Feedback**, *presented by Bukola Ajana, PPC Vice Chair*
 - Program staff welcomed and inducted 6 additional “Primary” Representatives to the Parent Council.
 - We now have *13 (*correction*) “Primary” Parent Policy Council Representatives (10 grantee sites and 3 partner sites) and the Representatives from Tassafaronga and 85th Avenue, will be inducted in March.
 - Elections for Officers of the Parent Policy Council were held at the meeting and the following members were elected:
 - Christina Michaud, Returning member, Community Representative - *Chair*
 - Bukola Ajana, Returning member, San Antonio Park EHS - *Vice Chair*
 - Anna Beliel, Manzanita HS - *Secretary*
 - Jia Huan (Ericka) Wei, Laney College Children’s Center- *Asst. Secretary*
 - Quizhu (Jewel) Xiong, Grantee Home-Based - *Treasurer*
 - To Niya Scott-Smith, Returning Member, St. Vincent’s Day Home – *Parliamentarian*
 - The Strategic Planning process, community assessment update data, and proposed Goals & Objectives for FY 2022-2026 were discussed.
 - On Saturday, February 12, Members discussed the community assessment data in detail and recommended changes to the proposed Program Goals & Objectives for FY 2022-2026.

Welcome New Advisory Board Members:

- **Dr. Tamerat introduced herself:** Dr. Tamerat is a pediatrician at UC Benioff, Children's Hospital Oakland Primary Care Clinic. She is originally from Washington, DC and has been in the Bay Area for about 10 years. Dr. Tamerat is part of the faculty at Children's Hospital Oakland and supervises the resident trainees in Pediatrics.
- **Aly Bonde introduced herself:** Ms. Bonde is the Director of Housing and Economic Mobility at Oakland Thrives, focusing on the Guaranteed Income Pilot Program. Her background includes special education and childcare worker.
- **Reverend Annette Howard introduced herself:** Reverend Howard started out as a parent in Head Start, with her daughter attending the program. She volunteered at the centers, worked with the parent groups, and was on the Parent Policy Council. Reverend Howard was hired as a consultant for the Head Start program, eventually came on full-time, and recently retired from the City's Head Start program for after 35 years of service.

IV. ACTION ITEMS:

1. Monthly Progress Report: *Diveena Cooppan & Program Staff*

a. Monthly Enrollment and Content Area Monitoring Update – January 2022

- Child assessments, screenings, parent conferences and home visits have been completed within this the first phase of the year.
- Enrollment and attendance remain at 63%.
- Due to the impact of pandemic, we continue to have the Office of Head Start enrollment and attendance waivers on meeting the 97% enrollment requirement and the 85% attendance requirement.
- Highlights: Medical home - We're at 98% for our families, Health Insurance is at 92%, Physical Exams and Well-being checks are slightly low at 73%
- Up-to-date Immunizations are at 98%, Hearing and Vision Screenings are at 90%, Growth assessments are at 87%.
- 91% of families have a Dental Home, 72% have had a current Dental Exam and 93% have had a Nutrition Screening.
- The Ages & Stages Questionnaire (ASQ) was completed at a 98%, Behavioral Screening, Ages and Stages Questionnaire the Social Emotional (SE) had 98% completion. Out of the ASQ developmental screening we had about 37% of concerns identified and out of the ASQ-SE behavioral screening we had about 20% of concerns identified.
- The individualized curriculum assessment - we're at 94% completion. We have completed 91% of the initial Parent/Teacher conferences and 98% of the initial Home Visit were completed. 96% of the first family outcomes assessments have been completed.
- Currently we approximately 9% of the children enrolled in with an IFSP and IEP, and approximately around 20 referrals that are currently in process.
- The team supported five families who were in an insecure housing situation stable housing.

b. Self-Assessment Plan FY 21-22

- Plan to be presented at the Advisory Board Meeting in March.

c. COVID 19 Response Update, presented by Sarah Trist, HHS Planner/Health Manager

- January was a very difficult month for COVID, as the surge was higher than the surge we saw at this time last year. However, numbers are coming down rapidly.
- We had nine site closures in January with very limited infection within the center.
- Every center-based staff is vaccinated at this time, and we continue to provide staff Covid self-testing kits.
- We continue to use an isolation and quarantine period of 10 days in recognition of the risk to families.
- The Home-based program remains virtual at the moment.

- Chair Tafoya called for a motion to approve the **Monthly Progress Report**
- ✓ Chair Tafoya motioned to approve to approve the **Monthly Progress Report**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

2. Monthly Financial Report: Christine Rolan, HSD Budget & Fiscal Manager.

Jason Wang, Admin. Analyst II

a. Monthly Financial Report – January 2022, presented by Jason Wang, Admin. Analyst II

- The payroll numbers are through January 7th, 2022. The year is about 60% over and we are on track in most of the budget categories at 58%.
 - In response to a request for additional detail on the organization of the budget, a summary of budget categories was created to provide real life examples.
 - Jason presented the progress of expenditures in the current Head Start and Early Head Start Budget.
 - Personnel - 45% expended
 - Fringe Benefits - 80% expended
 - Travel is at – 0%
 - Equipment – 0 %
 - Supplies - currently at 7% expended.
 - Contractual – currently at 74% expended.
 - Other – currently at 49 % expended.
 - Total Direct Charges is at 59% and Indirect Charges are at 43%. Total percentage we have spent is 58%.
 - Purchase Card (P-Card) – with Zoom expenses for our centers, is approximately, \$688.
 - Meal Count: Breakfast - we served a total of 1,504; Lunch we served a total of 1,355, and for Afternoon Snacks, we served a total of 1,361.
- Chair Tafoya called for a motion to approve the **Monthly Financial Report – January 2022**
 - ✓ Kevin Bremond motioned to approve the **Monthly Financial Report – January 2022**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

3. Annual Strategic Review, presented by Diveena Cooppan, Program Director

a. Selection Criteria

b. Program Goals and Objectives

- We are requesting approval of our Program Goals and Objectives, which will become part of the FY 22-23 continuation application, as they are part of the strategic planning for the five-year grant cycle (FY 2021-2026)
- On Saturday, February 12, 2022, we held a Strategic Planning session focused on goals and objectives. We were able to take a deep dive into the community assessment data and had a powerful discussion.
- The proposed Strategic Plan PY 2022-2026 was presented by Diveena in a PowerPoint presentation and highlighted key issues that would help influence the shaping of our program.
- **GOAL 1: FAMILY WELL-BEING:** The City of Oakland's Head Start Program will collaborate and partner with families to support family well-being, parents' aspirations, and parents' life goals to create healthy, safe and secure environments for young children to learn and grow.
- **GOAL 2: COMMUNITY ENGAGEMENT:** The City of Oakland's Head Start Program will facilitate meaningful connections with the community to enhance the lives of children and families.
- **GOAL 3: SCHOOL READINESS:** The City of Oakland's Head Start Program will provide high quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.
- Chair Tafoya expressed her concern regarding not having a dedicated staff person working on this Strategic Planning Project, due to staff shortages and offered for Parent Policy Council and Advisory Board members to volunteer to help.
- Diveena responded that the program would look into additional ways that the Parent Policy Council and Advisory Board could assist in an ongoing manner, with the supporting and assessing the Strategic Plan.
- Kevin Bremond requested that ongoing activities supporting Father/Male Involvement be made more visible and/or added to the Objectives, under each Program Goal.
- Priya Jagannathan shared excitement about the detail in which the Goals and Objectives were presented and looks forward to seeing the implementation of the objectives associated with the goals, in the coming program year.
- Priya Jagannathan and Aly Bonde requested a copy of the Community Assessment Update, when final.
- Chair Tafoya called for a motion to approve the **Program Goals and Objectives for 2022-2026**
- ✓ Chair Tafoya motioned to approve the **Program Goals and Objectives for 2022-2026**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

V. **INFORMATION ITEMS:** *Diveena Cooppan and Program Staff*

1. **Program Updates**

- N/A

VI. **OPEN FORUM:**

- Clarissa Douthard with Parent Voices - Oakland asked about Measure AA funding and City of Oakland Head Start Program. She also asked about the linkages between family well-being and job opportunities during a workforce shortage. Ms. Douthard is curious about pathways for families who want to enter early education and finally, in terms of data collection, she would like to know more information about Family Advocates and data collection.
- Diveena Cooppan response: Yes, we will be working on the Measure AA, in partnership with whoever is administering and overseeing the measure it in Oakland. Under “Activities” in our objective goals, we have a Workforce Development Program to address staffing and we’re also looking into a potential partnership with Merritt College Children’s Center, regarding training around early childhood development.

Data collection, three times per year, is one of the requirements from the Office of Head Start, as per the Head Start Performance Standards. Data collection is conducted by Family Advocates, where they sit in one-on-one sessions with families and review family outcomes assessments and develop a *Family Goals Plan* together

VII. **ADJOURNMENT**

- Chair Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Chair Tafoya motioned to **Adjourn the meeting.**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:03 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II

FEBRUARY 2022

This Monthly Program Report is presented to the Parent Policy Council and Advisory Board to review progress towards goals, discuss challenges and solutions, and share updates for key program areas.

PROGRAM SUMMARY

During February 2022, the City of Oakland Head Start Program (the program) navigated a changing COVID-19 pandemic landscape while providing comprehensive services to children and families. Though the program was forced to close a few Centers due to COVID-19 exposures, by mid-February all Centers were open for in-person services. Students, staff and their families honored Black History Month and the Lunar New Year, participated in Socialization activities, and attended Parent Workshops about COVID-19, financial education, and health. Resources were provided to community agencies to assist with basic needs, employment opportunities, and housing support. As the program moves into the final months of the school year, staff are beginning to plan for the upcoming 2022-2023 program year, focusing on hiring and developing staff, and reflecting on this current year to help inform continuous program improvement moving forward.

Update, At-a-Glance: February 2022

	Head Start ²	Early Head Start ²	Current Total
How many children did we work with?			
Enrollment/Funded (No.)	204/342	227/332	404/674
Enrollment/Funded (%)	(59.6%)	(68.4%)	(64.0%)
Daily attendance	77.3%	72.1%	75.6%
How many have...			
Medical Home	99.0%	99.0%	98.8%
Health Insurance	97.5%	99.1%	98.3%
Current Physical exam/Well-baby check	89.9%	59.4%	74.3%
Updated Immunizations	100%	93.5%	96.7%
Hearing Screening	92.0%	90.8%	91.4%
Vision Screening	90.0%	94.0%	92.1%
Growth Screening	87.5%	89.9%	88.7%
Dental Home	94.5%	93.1%	93.8%
Current Dental Exam	75.9%	72.6%	74.3%
Nutrition Screening	97.5%	91.7%	94.5%
How many completed...			
Developmental Screening (ASQ)	96.0%	96.0%	96.0%
<i>Concern Identified following Screening</i>	41.0%	33.0%	37.0%
Behavioral Screening- (ASQ-SE)	97.0%	97.0%	97.0%
<i>Concern Identified following Screening</i>	22.0%	18.0%	20.0%
1st Individualized Curriculum (DRDP)	97.0%	75.0%	95.0%
2 nd Individualized Curriculum (DRDP)	95.0%	73.0%	90.0%
Initial Parent Teacher Conference	96.0%	74.0%	92.5%
Midyear Family Outcomes Assessment	98.0%	90.0%	94.0%
How many...			

Referrals to Regional Center of the East Bay	n/a	5	5
Referrals to OUSD	16	n/a	16
Individualized family service plan (IFSP)	1	19	20
Individualized education plan (IEP)	19	n/a	19
Children enrolled with IFSP or IEP	20	19	39

ATTENDANCE & ENROLLMENT

Program attendance was again impacted by mandated closures due to COVID-19 exposures. However, by mid-February all Centers were open for in-person services. The program has begun evaluating the selection criteria for program year 2022-2023 and calculating the number of children in each program expected to return to their program or transition.

Note: The Office of Head Start (OHS) has paused the evaluation of programs for the full enrollment initiative, providing flexibility on meeting the requirement to fill vacancies within 30 days. The standard rule will resume once OHS provides further guidance

EDUCATION & SCHOOL READINESS

During February, school activities were centered around themes about Valentine’s Day, the Lunar New Year, and Black History Month. One Center transformed their classroom into Oakland Chinatown by making dragons, flowers, and buildings decorations out of recycled material, and children at another Center attended an African Dance performance.

In response to concerns that a higher number of older children (those four and five years old) are not toilet trained, a survey was completed with center directors to evaluate each child’s level of toileting. Children transitioning from the Head Start Program to transitional kindergarten or kindergarten are expected to be fully toilet-trained, so this is an important developmental milestone. Survey results confirmed that while some children are not progressing with toileting at an age-appropriate level, the vast majority of children are on track with meeting this milestone. However, one Center has a larger number of children with toileting concerns compared to the other sites. The program will provide support to this Center’s teachers and parents to help these children meet toileting goals in a developmentally appropriate way.

FAMILY SERVICES & COMMUNITY ENGAGEMENT

Over 20 families have submitted COVID-19 related CARES funding applications. These funds help to supplement basic needs with housing, utility payments, and/or food for families who have been impacted by COVID-19.

More than 20 parents participated in Parent Series events in February, which included the Oakland Private Industry Council Employment Information, Financial Literacy, and the Brilliant Babies Celebrating Our Cultures Awareness event.

While it has been beneficial to work with the City’s Human Services Department’s coordinated entry program partner, *Family Front Door*, finding shelter, transitional housing and long-term housing options for families remains a challenge. 32 families in the program are experiencing homelessness, and five families are currently on the Oakland Housing Authority Section 8 Waitlist. One family working with *Family Front Door* has been waiting for over six months to receive shelter. The Section 8 Waitlist

operates as a lottery, so even though staff try to help families get higher priority on the waiting lists, many are forced to wait months (if not years) for a Section 8 placement.

HEALTH PROGRAM SERVICES

While we did have some site closures due to positive COVID cases in February, they rarely led to COVID-19 outbreaks within the classroom. This speaks to how effective the precautionary measures taken by our staff (like consistent masking and hand washing) have been at reducing viral spread. The calls made by students from Samuel Merritt Nursing School are also very helpful in keeping families informed regarding the COVID-19 vaccine and ways to keep families safe.

Samuel Merritt Nursing students are also working with families to complete surveys regarding their insurance coverage and connection to a medical home. Survey results will help the program plan outreach and support to families to ensure they are connected to medical care they can access. Samuel Merritt Nursing Students will provide a workshop for families on vaccines in March 2022.

Because many of the program's regular partners are not providing on-site dental screenings, many Early Head Start and Head Start children are overdue for an exam. However, the program strengthened its partnership with the Native American Health Center Dental Clinic and is working with a dedicated coordinator there to reach out to families whose children do not have a documented dental home and who need a dental exam.

All Head Start children are up to date on their immunizations. Ten Early Head Start children are behind on one or more immunizations. Each of these children have had follow-up support over the last month.

MENTAL HEALTH & DISABILITIES

The Mental Health and Disability Program staff are working towards meeting the Head Start program requirement that at least ten percent of enrolled children served have a disability as defined under the Individuals with Disabilities Education Act (IDEA). There are continued delays in the assessment process by Regional Center of the East Bay and Oakland Unified School District; about six percent of children enrolled currently meet this standard, while an additional five percent await completion of assessment. The program is requesting a waiver providing flexibility to meet the ten percent requirement because the assessment process depends on these outside agencies that are very overwhelmed.

In collaboration with the Oakland Unified School District Early Childhood Education division, adaptive supplies were ordered using funds totaling almost \$14,000 from the California Department of Education Inclusive Early Education Expansion Program (IEEEP). These supplies aim to improve accessibility at Centers and support participation for children with disabilities.

NUTRITION

In addition to conducting the COVID-19 and health survey, students from Samuel Merritt Nursing School also provided a workshop for parents on child nutrition and the Special Supplemental Nutrition Assistance Program (SNAP) for Women, Infants, and Children (WIC) program. This workshop was translated into Spanish and Cantonese.

While supply chain disruptions continue to make managing the food program difficult, the Supervising Cook is managing inventory so there are always adequate supplies on hand. The central kitchen team

continues to ensure that meals meet high nutrition standards and the Program has also acquired a new produce vendor, increasing the program's access to fresh produce. This month we hired the program's first dedicated Nutrition Analyst, bringing a greater focus to oversee and monitor the health and nutritional needs of the program.

HOME-BASED

The Home-Based program held two Socialization sessions during February 2022 with a focus on Cultural Diversity. The sessions centered on the themes of appreciation for different cultures and beliefs, love, and respect. While a few parents have facilitated activities during these Socialization sessions, there is still a need for increased parent participation. Home-Based program staff are creating a planning group for parents for future socialization sessions to ensure all topics are relevant and interesting to all parents.

Last month, Home Visitors provided support to families as they continue to experience pandemic-related anxiety and seek up to date, evidence-based information about COVID-19. This included continuing to implement safety protocols and encouraging family members to get vaccinated and boosted. Home-Based staff are also focused on preparing families to transition away from virtual Head Start program services and back to in-person sessions with their Home visitors.

PREGNANT WOMEN

Eight pregnant moms were served in February and one mother gave birth to a new baby. Sixteen mothers have already delivered babies and have transitioned from our Pregnant Mothers program to Early Head Start. The program is on track to meet the goal of serving 30 moms during the program year.

PARTNER OVERSIGHT

Partner agencies provided both Center-based services and remote individualized support to children and families last month. Mandatory site closures resulting from COVID-19 required one classroom to close for the beginning of February, but since then partner Centers have remained open. Families were encouraged to stay in close contact with their teachers, Family Advocates and Center staff to help them navigate the site closures. Services provided to families included COVID-19-related resources and referrals to parent support networks, employment opportunities, tax resources, food distribution, housing support, and legal assistance.

Program consultants collaborated with partner staff to support child outcomes in the areas of most demonstrated need based on the first Desired Results Developmental Profile (DRDP 2015) child observation and Ages & Stages Questionnaire (ASQ) developmental screening assessment. Education and school readiness program staff are also in the process of analyzing and aggregating data from each child's second assessment to help inform program-wide school readiness goals and strategies.

Through the BANANAS *Tiny Steps* Family Child Care Partnership, the program is in contract with twelve Family Child Care (FCC) providers to provide Head Start/Early Head Start services to 59 children. Two pre-service training sessions took place during February and a comprehensive training calendar has been created for the rest of the fiscal year. While enrolling interested families into the program has been challenging due to a variety of reasons, the program is committed to finding solutions to ensure a good number of the open slots are soon filled.

MANAGEMENT IMPROVEMENT SYSTEM (MIS): DATA MANAGEMENT, ONGOING MONITORING, & CONTINUOUS QUALITY IMPROVEMENT (CQI)

During February, the Data Management and Ongoing Monitoring team assisted with completion of the Community Needs Assessment update and compiled a summary of findings in the infographic in Appendix A. Staff also assessed results from the file audit and prepared for the Self-Assessment process, which is currently in progress.

HUMAN RESOURCES, PROFESSIONAL DEVELOPMENT

Even though the program is utilizing substitutes from Child Care Careers, LLC, a long-standing early care and education staffing agency, the lack of substitute teachers available remains a challenge. The teacher placement process has been adjusted in order to meet safety ratio requirements and accommodate staff shortages resulting from staff who are on leaves of absence or have recently retired.

The Head Start Program welcomed three new staff members this month in the roles of Program Analyst-State Grants, Nutrition Analyst, and Food Service Worker. The program needs additional teaching staff, particularly with the 85th Ave Center's Early Head Start Program opening soon. To help with staff recruitment, the program's Human Resource staff is ensuring current staff are aware of promotional opportunities and encouraged to apply. Additionally, the program will present at the Merritt College Job Fair in April 2022. Full Time Teaching Associate and Full Time Teaching Assistant job specifications are scheduled to be posted in March 2022, ideally increasing the qualified candidate pool.

The program aims to improve professional development opportunities available and utilized by staff. Even though staff meet the number of professional development hours required, the program is encouraging staff to prioritize professional development throughout the program year. To help promote additional professional development, Human Resources staff are scheduling additional trainings and webinars that are available remotely that staff can choose to attend. Training topics are informed by a survey completed by staff identifying their own professional development goals and preferences to ensure all trainings available are relevant and interesting to the staff overall.

Staff will return to in-person work at the Central Office location, 150 Frank Ogawa Plaza, on March 28th, 2022.

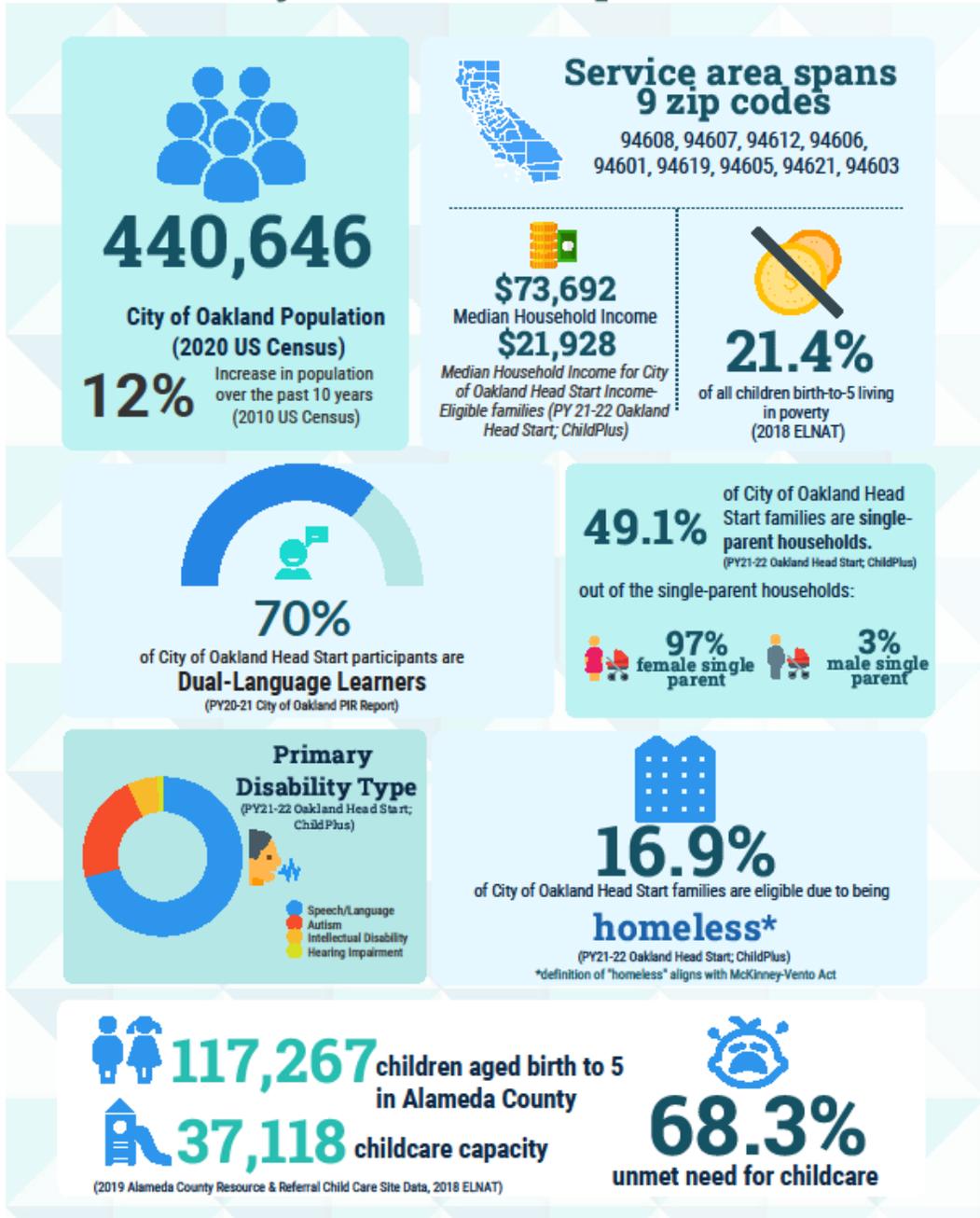
FACILITIES & MAINTENANCE

The playground at the 85th Ave Center was removed, allowing the program to qualify for an Early Head Start license at this site. Lead testing at each Center will resume in April 2022 when children and staff are on Spring Break. Carpet was added to the New Home-Based Resource Center.

APPENDIX A: COMMUNITY NEEDS ASSESSMENT UPDATE



Community Assessment Update PY 2021-22



Head Start & Early Head Start Budget Summary - All projects
Report as of 3/7/22 - Payroll to 2/4/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	\$ 5,372,137.00	\$ -	\$ 2,778,835.91	\$ 2,593,301.09	52%
b. Fringe Benefits	\$ 2,133,657.00	\$ -	\$ 1,923,952.98	\$ 209,704.02	90%
c. Travel	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0%
d. Equipment	\$ -	\$ -	\$ -	\$ -	0%
e. Supplies	\$ 316,296.00	\$ 29,179.42	\$ 32,371.94	\$ 254,744.64	19%
f. Contractual	\$ 3,379,679.00	\$ 1,710,156.35	\$ 798,389.47	\$ 871,133.18	74%
g. Construction	\$ -	\$ -	\$ -	\$ -	0%
h. Other	\$ 632,260.00	\$ 4,074.87	\$ 340,347.45	\$ 287,837.68	54%
i. Total Direct Charges	\$ 11,849,029.00	\$ 1,743,410.64	\$ 5,873,897.75	\$ 4,231,720.61	64%
j. Indirect Charges	\$ 403,665.00	\$ -	\$ 196,685.81	\$ 206,979.19	49%
k. TOTALS	\$ 12,252,694.00	\$ 1,743,410.64	\$ 6,070,583.56	\$ 4,438,699.80	64%

Summary of Categories

a. Personnel	all salaries paid out to staff, also includes cost of substitute teachers from temp agency
b. Fringe Benefits	monies for paid leave, retirement, health/welfare.
c. Travel	money to attend trainings and conferences. Items such as: hotel, airfare, meals, incidentals and registrations
d. Equipment	purchases of equipment greater than \$5,000
e. Supplies	includes office supplies, children and family service supplies, food service and other supplies
f. Contractual	includes Delegate and Partner agencies; and consultants for educational assessments, medical for children, mental health
h. Other	rent, utilities, building maintenance, parent services, accounting and legal services, publications and advertising, training and staff development
j. Indirect Charges	costs incurred for a common or joint purpose benefitting more than one category that is difficult to directly allocate

Head Start Budget Summary - Project 1005569
Report as of 3/7/22 - Payroll to 2/4/22

Category	Appropriation	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	2,261,490	-	1,543,380	718,110	68%
b. Fringe Benefits	1,009,275	-	1,052,641	(43,366)	104%
c. Travel	7,200	-	-	7,200	0%
d. Equipment	-	-	-	-	-
e. Supplies	150,612	15,140	8,361	127,111	16%
f. Contractual	1,321,523	542,683	115,743	663,097	50%
g. Construction	-	-	-	-	-
h. Other	276,868	1,899	115,743	159,226	42%
i. Total Direct Charges	5,026,968	559,722	2,835,868	1,631,378	68%
j. Indirect Charges	169,854	-	108,479	61,375	64%
k. TOTALS	5,196,822	559,722	2,944,348	1,692,753	67%

Early Head Start Budget Summary - Project 1005575
Report as of 3/7/22 - Payroll to 2/4/22

Category	Budget	Encumbrance	Expenditures	Avail	% of Budget Spent
a. Personnel	3,110,647	-	1,235,456	1,875,191	40%
b. Fringe Benefits	1,124,382	-	871,312	253,070	77%
c. Travel	7,800	-	-	7,800	0%
d. Equipment	-	-	-	-	-
e. Supplies	165,684	14,040	24,011	127,634	23%
f. Contractual	1,912,278	1,167,474	511,643	233,161	88%
g. Construction	-	-	-	-	-
h. Other	315,640	2,176	204,345	109,120	65%
i. Total Direct Charges	6,636,431	1,183,689	2,846,767	2,605,975	61%
j. Indirect Charges	233,811	-	88,206	145,605	38%
k. TOTALS	6,870,242	1,183,689	2,934,973	2,751,580	60%

Head Start T/TA Budget Summary - Project 1005570
Report as of 3/7/22 - Payroll to 2/4/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	39,071	-	-	39,071	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	27,681	-	6,760	20,921	24.42%
i. Total Direct Charges	66,752	-	6,760	59,992	10.13%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	66,752	-	6,760	59,992	10.13%

Early Head Start T/TA Budget Summary - Project 1005576
Report as of 3/7/22 - Payroll to 2/4/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	-	-	-	-	0.00%
f. Contractual	79,126	-	-	79,126	0.00%
g. Construction	-	-	-	-	0.00%
h. Other	39,752	-	13,500	26,252	33.96%
i. Total Direct Charges	118,878	-	13,500	105,378	11.36%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	118,878	-	13,500	105,378	11.36%

Head Start Startup Budget Summary - Project 1006121
Report as of 3/7/22 - Payroll to 2/4/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	15,827	-	2,683	13,144	16.95%
b. Fringe Benefits	12,373	-	1,800	10,574	14.54%
c. Travel	-	-	-	-	0.00%
d. Equipment	136,300	-	-	-	0.00%
e. Supplies	129,250	-	-	-	0.00%
f. Contractual	61,000	51,903	7,922	1,175	98.07%
g. Construction	-	-	-	-	0.00%
h. Other	75,200	15,159	-	60,041	20.16%
i. Total Direct Charges	429,950	67,063	12,404	84,934	18.48%
j. Indirect Charges	-	-	199	(199)	0.00%
k. TOTALS	429,950	67,063	12,603	84,735	18.48%

Early Head Start Startup Budget Summary - Project 1006122
Report as of 3/7/22 - Payroll to 2/4/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	17,847	-	3,062	14,785	17.16%
b. Fringe Benefits	13,953	-	2,033	11,920	14.57%
c. Travel	-	-	-	-	0.00%
d. Equipment	153,700	-	-	-	0.00%
e. Supplies	145,750	-	-	-	0.00%
f. Contractual	150,000	137,010	11,665	1,325	99.12%
g. Construction	-	-	-	-	0.00%
h. Other	86,800	-	-	86,800	0.00%
i. Total Direct Charges	568,050	137,010	16,760	114,830	27.07%
j. Indirect Charges	-	-	227	(227)	0.00%
k. TOTALS	568,050	137,010	16,987	114,603	27.07%

Head Start ARP Budget Summary - Project 1006194
Report as of 3/7/22 - Payroll to 2/4/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	48,140	9,740	15,895	16,287	53.25%
f. Contractual	311,083	91,610	4,625	214,848	30.94%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	359,223	101,349	20,520	231,135	33.93%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	359,223	101,349	20,520	231,135	33.93%

Early Head Start ARP Budget Summary - Project 1006197
Report as of 3/7/22 - Payroll to 2/4/22

Category	Appropriation	Encumbrance	Expenditures	Avail	Encumber & Expend %
a. Personnel	-	-	-	-	0.00%
b. Fringe Benefits	-	-	-	-	0.00%
c. Travel	-	-	-	-	0.00%
d. Equipment	-	-	-	-	0.00%
e. Supplies	54,286	10,983	17,924	18,367	53.25%
f. Contractual	392,100	119,539	5,650	266,911	31.93%
g. Construction	-	-	-	-	0.00%
h. Other	-	-	-	-	0.00%
i. Total Direct Charges	446,386	130,522	23,574	285,278	34.52%
j. Indirect Charges	-	-	-	-	0.00%
k. TOTALS	446,386	130,522	23,574	285,278	34.52%

City of Oakland
PURCHASE CARD TRANSACTION LOG

DATE: 03/03/22

Cardholder Name: Diveena Cooppan
PRINT NAME

January 2022
Transaction Period (Month / Year)

Agency / Department: DHS - Head Start

February 2022
Transaction Period (Month / Year)

TO

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

 Diveena Cooppan (Mar 3, 2022 16:44 PST)	Date Mar 3, 2022	510-238-7186
<small>CARDHOLDER'S SIGNATURE AND DATE</small>		<small>PHONE NUMBER (REQUIRED)</small>

	Date 3-3-22
<small>AUTHORIZATION SIGNATURE AND DATE</small>	

Line #	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	2/1/22	Pro Lab	Lead Testing			
2			1005569.78231.53719.1 Default.23375 (47%)	188.00		
3			1005575.78231.53719.1 Default.23375 (53%)	212.00		
4						
5	2/4/22	Zoom	Zoom for Staff			
6			1005569.78231.52213.1 Default.23375 (47%)	161.60		
7			1005575.78231.52213.1 Default.23375 (53%)	182.23		
8						
9	2/13/22	Zoom	Zoom for Staff			
10			1005569.78231.52213.1 Default.23375 (47%)	161.61		
11			1005575.78231.52213.1 Default.23375 (53%)	182.24		
12						
13						
14						
15						

Document Total	1,087.68
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DETAILED DESCRIPTION

Audited By: <small>(Finance and Management Agency)</small>	
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FY 2022 SELECTION CRITERIA

The following selection criteria will be used to formally select children and families for participation in the Oakland Head Start (HS) and Early Head Start (EHS) Program. Oakland HS/EHS has developed a point system that is defaulted using the Child Plus database software. The computer software program generates a waiting list of eligible families based on this point system. The Selection Criteria is submitted to the Parent Policy Council and the Governing Board for approval before program recruitment begins. Program applications received are then ranked according to this system and participants are selected from the ranked list as vacancies occur.

Eligibility Criteria	Points
Homeless	200
Foster	200
Public Assistance: TANF and/or Supplemental Security Income	125
0 to 25%	20
26% to 50%	15
51% to 75%	10
76% to 100%	5
Age Criteria – Head Start	Points
Head Start - Transition from Early Head Start to Head Start Program	50
Head Start – Class Age 4 years old (does not apply to TK-Eligible children)	25
Head Start – Class Age 3 years old	10
Age Criteria – Early Head Start	Points
Early Head Start - Pregnant Women - 18 Months Old	25
Early Head Start – 18 months or older	10
Child Disability	Points
Diagnosed with current <i>IFSP</i> or <i>IEP</i> from RCEB or OUSD (eligible for services under IDEA)	50
Parental Status/Other Situations:	Points
Transfer from another Early Head Start/Head Start Program	50
Homeless families in imminent risk of unsheltered/unstable housing situations; in car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or less.	50
Family in Crisis (death of a family household member, exposed to violence, domestic violence, chronic/terminal illness, incarceration, mental health concerns, fire or another catastrophic event, etc.)	20
Child Protective Services (CPS) (At Risk for Abuse or Neglect) or Court Order	20
COVID 19 Pandemic – Family has lost or is at risk of losing employment/housing, due to COVID 19	20
Teen parent(s) 19 years or younger.	20
Referral from Homeless Shelter, Health or Social Services Agency	10

RATIONALE:

- Oakland HS/EHS Program is responsible for ensuring that an assessment of community needs, and resources is used to determine the Selection Criteria, annually. Informed by 2020-21 Oakland Head Start Community Assessment, along with family needs data, the program will target the following three populations, while conducting program recruitment and outreach: hidden and hard to reach homeless families with children, birth to 4-years; 4-year-old children, whose next step is Transitional Kindergarten (TK) or Kindergarten; and 3-year-old children transitioning from Early Head Start to Head Start, to provide continuity of care in the receipt of program services, as well as meet the need for comprehensive, subsidized early care and education services for 3-year-old children in Oakland.

ELIGIBILITY CRITERIA:

Categorically Eligible: Each of these categories must be verified, however no income information is required.

- Homeless Family, including families housed with other families with no abode of their own, families in a shelter program and families that are unsheltered.
- Public Assistance– Includes TANF/CalWORKs and Supplemental Security Income (SSI) only.
- Foster Child who receives aid through Foster Care payments.

Income Category: Federal Poverty level that changes annually

- Zero to 25% below poverty guidelines
- 26% to 50% below poverty guidelines
- 51% to 75% below poverty guidelines
- 76% to 100% below poverty guidelines

AGE:

The age criterion affects all categories of children, including those that are categorically eligible. Age, in addition to other criteria, determine which families receive priority enrollment in the Head Start and Early Head Start program.

- **Three (3) year-olds:** A child who turns three on or before December 2nd of the of the enrollment year and is transitioning from an Early Head Start program to Head Start program to support development and promote continuity of care.
- **Four (4) -year-olds:** A child who turns four on or before September 1st.
- **TK-Eligible children:** A child whose 5th birthday falls between September 2nd and December 2nd of the enrollment year. TK-eligible children are eligible for Head Start services, but do not receive additional points in the age category due to Oakland's ongoing expansion of Transitional Kindergarten options.
- **Pregnant Mothers & children under 18 months:** When enrolled pregnant mother delivers baby and infant will subsequently be enrolled in the Early Head Start Program. Promotes continuity of care.
- **18 months or older (Early Head Start):** A child who is 18 months or under on December 2nd.

DISABILITIES:

- Individualized Family Service Plan (IFSP), certified by Regional Center of the East Bay (RCEB) or Individualized Education Program (IEP), certified by the Oakland Unified School District (OUSD) - *Programs for Exceptional Children*.
- 10% of eligible children served shall be children with a diagnosed disability or eligible for services under IDEA (Individuals with Disabilities Education Act).

PARENTAL STATUS/OTHER SITUATIONS:

- Transfer from other HS/EHS programs - providing continuity of care to HS/EHS children moving to Oakland.
- Referral from Homeless Shelter, Social Service Agency/Health Agency.
- Family in Crisis – providing more points to families who volunteer or self-disclose this information at time of application.
- Child Protective Services (child at risk for abuse or neglect) or a court order.
- Teen parent(s) 19 years or younger.
- COVID 19 – Family has lost or is at risk or losing employment/housing due to COVID 19.
- Homeless families in imminent risk of unsheltered/unstable situations; in car, hotel, emergency shelter, transitional housing, fleeing from violence, on the street, doubled- up, or in another temporary housing arrangement of 30 days or less.

1302.14 SELECTION PROCESS - SELECTION CRITERIA

- A program must annually establish selection criteria that weigh and rank the prioritization of selection of participants, based on community needs identified in the community needs assessment, as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) and, other relevant family or child risk factors.



2022 FEDERAL POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

The 2022 poverty guidelines are in effect as of January 12, 2022

Household / Family Size	100% or Below	101% to 130%
1	\$13,590	\$17,667.00
2	\$18,310	\$23,803.00
3	\$23,030	\$29,939.00
4	\$27,750	\$36,075.00
5	\$32,470	\$42,211.00
6	\$37,190	\$48,347.00
7	\$41,910	\$54,483.00
8	\$46,630	\$60,619.00
9	\$51,350	\$66,755.00
For families/households with more than 9 persons, add \$4,480 for each additional person.		

OVER-INCOME FAMILIES

Families that are over-income (above 130% based on poverty guideline chart above) are eligible for Head Start/Early Head Start services. Over-Income families will be considered for enrollment if City of Oakland Head Start program determines the need based off the Head Start Performance Standards and City of Oakland Head Start Policies & Procedures.

Families with a child(ren) with an IEP/IFSP and are over-income will receive priority over other over-income eligible families.



**City of Oakland
Head Start Prenatal to Five Program**



**FY 2022-23
Grant Application for Continued Funding**

Continuation Application

Following the baseline for the duration of the project period, grantees submit a **Continuation Application**. In this application, grantees describe any changes to the program design, goals, approach to service delivery, and supporting budget. Grantees provide a rationale for changes such as resulting from ongoing oversight or using data for continuous improvement as described in [1302.102\(b\)-\(c\)](#). Also, grantees describe challenges with implementing the program design and how they are working to address those challenges.

The application consists of three components. Below are the general headings:

Section I. Program Design and Approach to Service Delivery

Sub-Section A: Goals

Sub-Section B: Service Delivery

Sub-Section C: Governance, Organizational, and Management Structures

Section II. Budget and Budget Justification Narrative

Documents

Summary of Key Updates of Proposed Application

Background

In FY 2020-21, the Oakland Head Start/Early Head Start program successfully competed and was awarded new grant Head Start/Early Head Start grant funding for a new 5-year project cycle, FY 2021-26 with the reduced award of \$12,252,694 to provide 622 children and families with comprehensive early childhood services and 105.5 FTE staff. This new grant award for FY 21-22 was \$4,926,986 less than the previous year's grant award of \$17,179,680.

In September 2021 the City Council passed Resolution C.M.S. 88490, which approved \$1.836 in additional funding from City's General Purpose Fund to restore Head Start/Early Head Start services at Franklin, Head Start at Tassafaronga, Early Head Start at Arroyo Viejo.

The Oakland Head Start program submitted a Change of Scope proposal to the Office of Head Start Regional Office and Federal Office of Head Start to re-opened 3 sites and add 12 Early Head Start and 40 Head Start slots to the program's funded enrollment, increasing the funded enrollment to 674 from 622 slots.

Section I. Program Design and Approach to Service Delivery

Sub-Section A: Goals

This section will present the goals and objectives that were approved in the February meeting.

Sub-Section B: Service Delivery

Updates to this section will focus on the following areas:

- Chosen Program Option(s) and Funded Enrollment Slots
- Centers and Facilities
- Eligibility, Recruitment, Selection, Enrollment, and Attendance

The continuation application will maintain the new program structure approved by the Change of Scope to include the additional 52 slots at the three sites – Tassafaronga, Franklin and Arroyo Viejo with funding provided by the City General Purpose Funds.

Program Duration

For the 2022-23 program year, City of Oakland Head Start, Prenatal to 5 program will operate for approximately 180-240 days per year.

Proposed Configuration and Funded Enrollment

Program configuration and total funded enrollment proposed for FY 2022-23 of 342 Early Head Start slots and 332 Head Start slots, totaling 674 HS/EHS slots, is presented in Table 1, below. A detailed summary of the slot allocation is presented, in Table 2:

Table 1: Grantee and Partner Slots

Early Head Start/ Head Start Grantee & Partners	Early Head Start Funded Slots	Head Start Funded Slots	Total Program Funded Slots
Grantee			
City of Oakland	181	184	365
Partner Agencies			
Brighter Beginnings Home Based Program	120	20	140
St. Vincent's Day Home		46	46
Peralta Community College - Laney College Children's Center		48	48
Peralta Community College - Merritt College Children's Center		16	16
Bananas, Inc. Family Child Care Partnership	41	18	59

Early Head Start/ Head Start Grantee & Partners	Early Head Start Funded Slots	Head Start Funded Slots	Total Program Funded Slots
Total Program Enrollment Proposed	342	332	674

Table 2: Program Year 2022-2023 Slots by City of Oakland Sites

Name of City of Oakland Site (Grantee)	Funded Slots
Brookfield 9600 (HS)	32
Lion Creek Crossing (EHS/HS)	24
San Antonio CDC (HS)	24
Sungate (HS)	24
Manzanita (HS)	16
Franklin (HS) (City Funded)	16
Tassafaronga (HS) (City Funded)	24
Mobile Classroom Program (EHS/HS)	24
85th Avenue (EHS/HS)	34
Arroyo Viejo (EHS) (City Funded)	12
Broadway (EHS)	24
Home-Based Program (EHS)	59
Home Based-Pregnant Families Program (EHS)	10
San Antonio Park (EHS)	18
West Grand (EHS)	24
Partners Total Funded Slots	309
Total By Program	
Head Start (HS)	332
Early Head Start (EHS)	342

Name of City of Oakland Site (Grantee)	Funded Slots
Overall Program Slots	674

Adaptations to the Program Design

Locally Designed Option (LDO)

The locally designed program option (LDO) – Class Size Waiver Request will be discussed as a separate action item for review and approval. The following is a brief summary. Oakland EHS provides 342 children with innovative programming to meet specific Oakland needs. The LDO Class Size Waiver allows for increased group sizes in EHS and HS classrooms, when specific teacher/child ratio guidelines are met.

Addition of New Early Childhood Education Partner

The addition of the new early childhood education partner will be discussed as a separate action item for review and approval. The following is a brief summary. The Oakland Head Start Program is proposing partnership with Peralta Community College District - *Merritt Child Development Center*, to serve 16 Head Start slots to Head Start eligible families, and to further support the *Oakland Head Start Career Pathways* workforce development program, as it will enable parents to take college courses and access higher learning on the same campus where their children are engage in early learning.

Selection Criteria: This will be discussed as a separate action item for review and approval. Below is a summary.

Special Program Emphasis for FY 2021-22	Special Program Emphasis FY 2022-23
<p>1) Homeless families with young children, both “unsheltered” and “sheltered”</p> <ul style="list-style-type: none"> Proposing to target agencies that assist homeless families through a referral and coordinated service delivery approach. <p>2) Children in foster care</p> <p>3) Children with disabilities</p> <p>4) Children experiencing trauma</p> <p>5) Adults experiencing trauma.</p> <ul style="list-style-type: none"> Program will reinforce current service delivery efforts and work with new partners, such as the Family Front Door Program – coordinated service delivery. FY 2021-22 Selection Criteria: based on increasing number of homeless families with young children in service area, along with other community data, we have updated our FY 2021-22 Selection Criteria. 	<p>1) Homeless families with young children, both “unsheltered” and “sheltered”</p> <ul style="list-style-type: none"> Proposing to target agencies that assist homeless families through a referral and coordinated service delivery approach. <p>2) Children in foster care</p> <p>3) Children with disabilities</p> <p>4) Children experiencing trauma</p> <p>5) Adults experiencing trauma.</p> <ul style="list-style-type: none"> Program will reinforce current service delivery efforts and work with new partners, such as the Family Front Door Program – coordinated service delivery. FY 2022-23 Selection Criteria: based on increasing number of homeless families with young children in service area, along with other community data, we have updated our FY 2022-23 Selection Criteria.

Sub-Section C: Governance, Organizational, and Management Structures

Governance

This section will highlight the review and revision to the by-laws, and the Parent Policy Council and Advisory Board partnership through liaisons attending and presenting at meetings.

Human Resources Management

In accordance with City Council Resolutions C.M.S. 88801 and 88940, the original grant personnel structure will include the 14 FTEs City Council approved to run the 3 Head Start sites previously slated for closure, and the 20.43 FTEs City Council approved to maintain all currently filled positions to continue supporting the Head Start Program.

Program Management and Quality Improvement

This section will include findings from the self-assessment currently underway. The self-assessment focused on areas identified in the Quality Improvement Plan of 2020 that guided the Federal re-review. The program will present the detailed analysis of the self-assessment at the April meetings. The findings and corrective action plans will be included in the continuation application.

2021-22 Self-Assessment Summary:

Preliminary results show continued need for strengthened process in the following areas:

- Program-wide Policies & Procedures; and
- Monitoring to identify risk, and Corrective Action Plan follow-through for a few program areas.
- Continued skill development in Child Plus and other tools is required.

Section II. Budget and Budget Justification Narrative

This section will be presented separately by the Fiscal Team for Approval. The program will provide a comprehensive budget that aligns with the proposed program approach and identifies allowable costs, and is aggregated by object class category. The program will complete separate budgets for Head Start and Early Head Start.

Documents

The following documents will be uploaded with as part of a complete application package:

- Application and Budget Justification Narrative
- Results of Self-assessment and Improvement Plan
- Governing Body and Policy Council Decisions
- Selection Criteria
- Cost Allocation Plan
- Training and Technical Assistance Plan
- Annual Report to the Public
- Program Goals
- Indirect Cost Rate Agreement, or records showing adoption of 10% *de minimis* indirect cost rate
- Sample Partnership Contracts